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1. GENERAL

- a. Purpose. This Regulation is being issued to establish policies governing the psychological assessment of Agency personnel, the operation of the psychiatric program of the Agency, responsibilities of the organizational elements involved in these programs, and the basic procedures necessary to accomplish their purpose.
- b. Scope. All officers and employees of the Agency shall be subject to the programs established herein.
- c. Exceptions. Nothing contained in this Regulation shall be construed to apply to aptitude testing programs of various components of the Agency, including the Office of Personnel, the Office of Communications, and the Security Office; provided, however, that where appropriate the psychological support required for these programs shall be furnished as indicated in Paragraph 3a below.

2. PROGRAMS

- a. Assessment. This program provides an assessment service to determine aptitudes, leadership ability, mental ability, social adaptability, suitability for the environment, and other conditions and situations that may exist. The program also contemplates the furnishing of psychological support to Agency components.
- b. Psychiatric. This program provides for a determination as to the mental health and emotional stability of applicants and employees in the light of the general environment and mission of the Agency; and, with respect to the specific position for which the applicant or employee is being considered, to the environment and conditions applicable to that position.

3. RESPONSIBILITIES

- a. Director of Training. It is the responsibility of the Director of

Training to carry out the assessment program described in Paragraph 2a above by making assessments of employees involving the use of psychological techniques to evaluate leadership, mental ability, social adaptability, and suitability for job environment; by analyzing the results of the tests used in the assessments; and by preparing assessment reports for the guidance of Agency officials. It is also the responsibility of the Director of Training to furnish psychological support, including psychologists, to such Agency components as may have need for psychological assistance, including the Office of Personnel and the Medical Office. Maintenance of the official files of assessments shall be the responsibility of the Director of Training.

- b. Chief, Medical Staff. It is the responsibility of the Chief, Medical Staff, to carry out the program described in Paragraph 2b above and in so doing to develop and maintain criteria for standards for screening and selection; determine emotional suitability of applicants and employees; perform detailed diagnosis; provide therapy; provide operating officials with psychiatric information designed to be of assistance in carrying out their missions; conduct research in those aspects of psychiatry bearing on selection of personnel and those aspects important in intelligence work. Maintenance of the official files of psychiatric examinations shall be the responsibility of the Chief, Medical Staff.
- c. Assistant Director for Personnel. Where reports prepared under the programs established above are of a nature requiring Agency action, it is the responsibility of the Assistant Director for Personnel to coordinate the proposed action with any officials concerned and then to carry out such action as may be appropriate.

- d. Operating Officials. It is the responsibility of operating officials to make use of the programs established herein promptly upon the occurrence of any situation indicating the need, or probable need, for such services.

4. POLICIES

- a. Assessment Program. Employees being considered for assignment to sensitive positions shall be assessed prior to assignment to such positions. New employees shall be assessed within six months after entering on duty and present employees who have not been assessed shall be assessed as rapidly as possible, taking into account the need for giving priority to assessment requests for sensitive positions and new employees. Whenever, in the course of an assessment, there is observed an occurrence or condition indicating a possible need for psychiatric examination, the case shall be immediately referred to the Chief, Medical Staff and the assessment suspended pending determination of the psychiatric aspects of the case.
- b. Psychiatric Program. All applicants or new employees shall, when being examined for compliance with Agency medical standards, be examined to determine suitability from a psychiatric point of view. Employees being transferred overseas shall be examined for the same purpose prior to assignment. Present employees who have not been examined shall be examined as rapidly as possible, but priority must be given to examinations of applicants, new employees, and employees being transferred overseas. Whenever, in the course of a psychiatric examination, there is need for psychological support beyond that normally furnished by the Director of Training, the case shall be referred to the Director of Training for such psychological service as may be required.

- c. Re-examination. Under the Assessment and Psychiatric Programs employees shall be reassessed or reexamined periodically. Such reassessments or reexaminations will occur at intervals which will be established by the responsible officials taking into account such factors as age, type of assignment, location, exposure to unusual hardship or stress, and other situations and conditions. However, reassessment or reexamination at any time may be directed at the discretion of the Assistant Director for Personnel or the Chief, Medical Staff.

5. PROCEDURES

- a. Assessments for Sensitive Positions. Requests for assessments of employees being considered for assignment to sensitive positions may be made by appropriate operating officials directly to the Director of Training and the reports of the assessments will be submitted directly to the requesting officials. When the report has served its purpose, or when the requesting official inaugurates the necessary personnel action, the report shall be returned to the Director of Training for filing. Personnel actions requested by operating officials shall indicate that the employee has (or has not) been assessed by the Director of Training. Assessment reports shall be available to the Assistant Director for Personnel upon request.
- b. Psychiatric Examinations for Overseas Positions. Employees being processed for transfer overseas will be referred by the Assistant Director for Personnel to the Chief, Medical Staff, for examination to determine compliance with Agency medical standards. Such employees will at this time be given a psychiatric examination. Where the employee meets Agency standards, the request shall be concurred in by the Chief, Medical Staff and returned to the Assistant Director for Personnel. Where the psychiatric examination requires the preparation of a report, the report

shall be submitted to the Assistant Director for Personnel and when appropriate action has been taken by that official, the report shall be returned to the Chief, Medical Staff, for filing.

- c. Assessments and Psychiatric Examinations for New Employees. The Assistant Director for Personnel will schedule new employees for assessment and psychiatric examination. The assessment shall be scheduled within six months from the date of appointment and the psychiatric examination shall be scheduled to occur at the time the employee receives his medical examination. Reports resulting from the assessments and examinations shall be processed as indicated under "a" and "b" above.
- d. Assessments and Psychiatric Examinations for Present Employees. The Director of Training and the Chief, Medical Staff, will, in collaboration with the Assistant Director for Personnel, prepare a plan subject to the provisions of Paragraph 4, POLICY, for scheduling the assessment and psychiatric examination of present employees who have not been subjected to such assessment or examination. In accordance with the plan so prepared, the Assistant Director for Personnel shall schedule present employees for assessment and psychiatric examination. Reports resulting from the assessments and examinations shall be processed as indicated under "a" and "b" above.
- e. Supplemental Procedures. Such detailed procedures as may be required for carrying out the programs established herein will be published in appropriate categories of the Agency Regulations.